

MINUTES OF THE
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
Regular Monthly Meeting
Tuesday, January 27, 2015

The regular monthly meeting of the Mississippi Charter School Authorizer Board was held at 9:00 a.m. on Tuesday, January 27, 2015, at the office of the Mississippi Department of Education located at 359 North West Street, Jackson, Mississippi. In attendance were:

Tommie Cardin, Chairman
Krystal Cormack, Vice Chairman
Chris Wilson
Dr. Bonita Coleman-Potter
Johnny Franklin
Dr. Karen Elam
Dr. Carey Wright

Board Chairman Tommie Cardin called the meeting to order at 9:10 a.m.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The Agenda was previously circulated to all Board members. Chairman Cardin stated that a recommendation for revision to the Bylaws would be added under New Business.

Chairman Cardin requested a motion to adopt the agenda, as amended.

MOTION: Mr. Franklin

SECOND: Dr. Elam

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

ITEM II. APPROVAL OF THE MINUTES

A. Approval of Minutes

The Minutes of the December 5, 2014 meeting were previously distributed to the Board members for review. The need for one typographical correction to page three was noted.

Chairman Cardin requested a motion for approval of the Minutes of the December 5, 2014 meeting, as amended.

MOTION: Dr. Coleman-Potter

SECOND: Mrs. Cormack

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

ITEM III. CHAIR REPORT

Chairman Cardin had nothing to report.

ITEM IV. EXECUTIVE DIRECTOR'S REPORT

Ms. Schutte thanked everyone for their lively participation in the Board Retreat and stated that she would use the feedback and the ideas discussed to make some revisions to the strategic plan she is developing for the Board and to also develop a calendar of deadlines and key events for the coming year and reference those to the respective Board meetings.

As a financial update, Ms. Schutte stated that Cornerstone continues to work with DFA on MAGIC issues to ensure the Board has the ability to submit purchase orders. They were successful in developing the process for payment of invoices and, as of today, the Board is up to date on the payment of all outstanding invoices except for three from ITS that are being reviewed for proper coding in the MAGIC system. She stated that the Board will discuss later in the meeting under New Business the approval of some new invoices, as well as the possibility of the Board granting Cornerstone authority up to an amount to be determined to make payment of certain recurring expenses without having to come to the Board for approval each time.

Ms. Schutte reported that she is continuing to work with NACSA on the Charter contracts for both organizations, as well as the performance framework for each. She is also continuing to work with Dr. Wright's staff at the Department of Education on the preopening process for each school. She stated that the goal is to have the contracts finalized and ready for the Board to approve at the April meeting. The contract will be a legal document but the performance framework document will be more user-friendly. Each document refers to the other so it will be best to approve both at the same time.

ITEM V. COMMITTEE REPORTS

Mrs. Cormack reported that the Applications Committee (formerly the RFP Committee) has spoken with Senator Jones who had some questions from the vantage point of the Legislative Black Caucus and she and Ms. Schutte will be meeting with him and members of the Legislative Black Caucus to answer questions about the charter approval process.

Chairman Cardin stated that he would be talking to each of the Board members individually about service on the various committees being developed and hopes to have committee assignments by the March meeting.

ITEM VI. NEW BUSINESS

A. Approval of Invoices

Ms. Schutte presented a packet of items being presented for payment and summarized those.

Chairman Cardin requested a motion to approve payment of these invoice items.

MOTION: Mr. Franklin

SECOND: Mr. Wilson

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

B. Budget Items – Self-Insured Workers’ Compensation Trust Premium and Moving Expenses

Ms. Schutte discussed the fact that the Self-Insured Workers’ Compensation Trust premium had not previously been built into the 2015 FY budget for payment, nor were two moving expense items that were approved for payment in December. The “other fees” line item has been reduced for payment of these items but they now need to be worked into the correct categories.

Chairman Cardin requested a motion to approve moving the \$190 for the Self-Insured Workers’ Compensation Trust premium from the “other fees” line item to the Personnel category.

MOTION: Mrs. Cormack

SECOND: Dr. Coleman-Potter

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

Chairman Cardin requested a motion to approve moving taxable moving expenses for the Executive Director from the “other fees” line item to the Personnel category

MOTION: Dr. Coleman Potter

SECOND: Dr. Elam

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

Chairman Cardin requested a motion to approve moving non-taxable moving expenses for the Executive Director from the “other fees” line item to the Travel category.

MOTION: Dr. Coleman-Potter

SECOND: Dr. Elam

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

C. Recurring Invoices

Ms. Schutte explained that the CSpire invoice is a recurring monthly charge and suggested that the Board grant Cornerstone approval to pay these invoices up to a minimum amount without seeking monthly Board approval since the Board will not be meeting on a monthly basis in the future.

Chairman Cardin requested a motion to approve payment of the monthly recurring CSpire invoice of \$190 per month.

After discussion, a substitute motion was made to authorize the Executive Director to pay individual vendor invoices not to exceed \$500.00.

MOTION: Mrs. Cormack

SECOND: Dr. Coleman-Potter

There being no further discussion and following a vote in favor by all members present and participating, the motion carried.

D. Bylaws Revision

A proposed revision to the Bylaws has been circulated to the Board members. Article VII, Section 7.1 will be revised as follows:

Section 7.1 General Business Meetings. All meetings will be conducted in accordance with the MS Open Meeting Act. Meetings will be held as needed ~~monthly~~ per pre-approved schedule by Authorizer Board members. This same body may set an alternative schedule with more frequent meetings according to need. The Authorizer Board Chair may call a special meeting of the Board at any time, subject to statutory notice requirements.

Chairman Cardin requested a motion to approve this amendment to the Bylaws subject to the Administrative Procedures Act.

MOTION: Dr. Elam

SECOND: Mr. Franklin

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

E. 2015 Mississippi Charter School Authorizer Board Calendar

Ms. Schutte presented a 2015 meeting calendar indicating meetings on the first Monday of each month except September when the first Monday falls on Labor Day. The September meeting will be held on the first Wednesday. These meetings will be held at 10:00 a.m. unless otherwise noticed. No regularly scheduled meeting will be held during the months of February, May, August and November. The location of each meeting is to be determined with consideration given for outreach efforts for charter development.

Chairman Cardin requested a motion to approve the 2015 meeting calendar as presented.

MOTION: Mrs. Cormack

SECOND: Dr. Elam

Dr. Coleman-Potter asked to confirm that this calendar is in line with the application process and deadlines. Ms. Schutte stated that it is. There being no further discussion and following a vote in favor by all members present and participating, the motion carried.

ITEM VIII. PUBLIC COMMENT

Mr. Sayer asked for clarification of which months the Board will not meet. Chairman Cardin stated there would be no regularly scheduled meeting in February, May, August and November, and he was provided with a copy of the handout. Ms. Schutte stated that the calendar will be posted on the Board's website. Mr. Sayer asked if the Bylaw revision being run through the APA process, which will extend more than 30 days, will affect the Board's ability to choose to not to meet in February. Chairman Cardin stated that it would not.

Mr. Sayer addressed the idea of the Board holding its monthly meetings in various areas of the state. He stated that it is easy to see that the suggestion of exposing the Board to various communities is a better way for people to find out what the Board is doing. Face to face contact trumps all other forms of communication in terms of education, offering a level of comfort, understanding and trust, and in building relationships. This Board is a good group and it has shown a pattern of transparency and communication and he believes these community meetings would pay dividends in the long run.

ITEM IX. ADJOURNMENT

Chairman Cardin requested a motion to adjourn.

MOTION: Dr. Coleman-Potter

SECOND: Mr. Franklin

There being no discussion and following a vote in favor by all members present and participating, the motion carried.

The meeting adjourned at 10:05 a.m.

ADOPTED, this the 2^d day of March, 2015.



TOMMIE S. CARDIN, Chairman